



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 12400.9
ASN(FM&C): NFMC
23 August 1996

SECNAV INSTRUCTION 12400.9

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY FINANCIAL MANAGEMENT MID-LEVEL
EDUCATION AND TRAINING

Ref: (a) SECNAVINST 12400.5A of 1 Oct 92; Department of the
Navy Civilian Financial Management Career Program

Encl: (1) Secretary of the Navy Civilian Fellowship Program in
Financial Management
(2) Department of Defense Graduate Level Financial
Management Program
(3) Navy Practical Comptrollership Course
(4) Professional Military Comptroller School
(5) DBOF Professional Managers Course for Navy Activities
(6) Mid-Level Career Development/Exchange Program
(7) Marine Corps Practical Comptrollership Course

1. Purpose. To implement general provisions and establish responsibilities of the Department of the Navy (DON) financial management mid-level education and developmental programs and training courses. This is a new instruction and should be read in its entirety.

2. Background

a. Per reference (a), DON mid-level financial management education and training function as elements of the Department of the Navy Civilian Financial Management Career Program.

b. The goal of DON mid-level financial management education and training is to ensure and maintain an adequately trained and competent financial management work force. DON mid-level financial management education and training provide centralized administration, funding, and management for courses, graduate education and career development programs.



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3. Policy

a. The Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (OASN(FM&C)) must ensure that competent human resources are available on a continuous basis to meet the demands of a large, complex financial management organization. It is OASN(FM&C) policy to systematically train and develop high potential financial management personnel.

b. DoN mid-level financial management education and training encompass structured training and career development programs to complement the professional development of the DoN financial management work force. The OASN(FM&C) recognizes the role and responsibility of the financial management work force in assuring that the work force is adequately trained to meet the goals and mission of the organizations' present and future requirements.

4. Coverage

a. The mid-level graduate education programs covered under this instruction include: The Secretary of the Navy (SECNAV) Civilian Fellowship Program in Financial Management and the Department of Defense Graduate Level Financial Management Program (GLFMP). The graduate education programs are applicable to civilian employees classified as GS-501 (Financial Administration and Program), GS-505 (Financial Management), GS-510 (Accounting), GS-560 (Budget Analyst), and GS-511 (Auditor). These graduate education programs apply to professional employees who perform duties in direct support of financial operations such as GS-343 (Program Analyst and Management Analyst). Enclosures (1) and (2) contain graduate education program descriptions, requirements, and nomination procedures.

b. The mid-level courses covered under this instruction include: Navy Practical Comptrollership Course (PCC), Professional Military Comptroller School (PMCS), Defense Business Operations Fund Professional Managers Course for Navy Activities (ProDBOF), and Marine Corps Practical Comptrollership Course (MCPCC). The courses are applicable to civilian employees as classified above and military financial managers. The PCC, PMCS, ProDBOF, and MCPCC course descriptions, eligibility requirements, locations, length of courses, costs, and nomination procedures are covered in enclosures (3), (4), (5), and (7).

c. The career development program covered under this instruction is the Mid-Level Career Development/Exchange Program (MCDEP). This program is applicable to civilian employees as classified above. Enclosure (6) describes the MCDEP and contains the eligibility requirements, program competencies, participant and activity responsibilities, and program announcement procedures.

d. DoN financial management mid-level education and training covers the following career levels:

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(1) Intermediate Level - Employees who display competence in one or more technical specialties at the GS-9 through GS-12 levels. Supervisory positions may occur at this level based upon organizational composition.

(2) Executive and Managerial - Employees who have management or technical responsibility for a significant portion of a major program at the GS/GM-13 through GS/GM-15 levels.

5. Objectives. The objectives of DoN financial management mid-level education and training are to:

a. Enhance the level of professionalism and expertise of employees in financial management.

b. Support education and training to develop employees with a broad background in financial management.

c. Provide professional development and graduate education opportunities to sustain employees in making significant contributions to the Department of the Navy.

6. Responsibilities

a. ASN(FM&C). The ASN(FM&C) is the Functional Chief for DoN financial management mid-level education and training with the following responsibilities:

(1) Provide technical leadership and policy guidance.

(2) Establish long-term goals for financial management mid-level education and training.

(3) Manage DoN financial management mid-level education and training (graduate education programs, intermediate and senior-level courses, and exchange program).

(4) Implement DoN-wide financial management mid-level education and training to provide opportunities and encourage participation for financial management employees.

b. Financial Management Career Program Planning Board

(1) Review and recommend changes to DoN financial management mid-level education and training.

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(2) Review education and training materials to ensure Department of the Navy financial management training needs are satisfied.

c. Secretariat; ASN(FM&C); Chief of Naval Operations (CNO) (N09B); Commandant of the Marine Corps (CMC-RF); Office of Naval Research; Naval Audit Service; and CNO Major Claimants

(1) Identify a functional area point of contact.

(2) Participate in the nomination of participants.

(3) Encourage and monitor the utilization of financial management mid-level education and training in activities and organizations within their respective jurisdictions.

d. Director, Naval Financial Management Career Center (NFMC)

(1) Formulate policy concerning the operation of mid-level education and training.

(2) Conduct and manage the nomination and selection process to ensure sufficient high-quality nominees for participation.

(3) Execute the policies, procedures, and budget of DoN financial management mid-level education and training.

(4) Coordinate the design, development, implementation, management, and evaluation of education and training elements of the program.

(5) Provide coordination with career program offices in the Department of Defense (Comptroller), military departments and Department of Defense Agencies.

(6) Identify and recommend mid-level education and training changes.

7. Report and Forms

a. The reporting requirement contained in this instruction is exempt from reports control by SECNAVINST 5214.2B.

b. NAVSO 12410/67 (10-88), Individual Development Plan, S/N 0104-LF-004-5200; and DD 1556 (3-87), Request, Authorization,

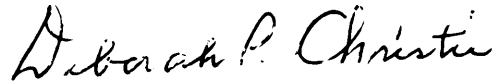
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Agreement, Certification of Training and Reimbursements, S/N 0102-LF-001-5562 are available from the Navy supply system per CD ROM NAVSUP Pub 600 (NLL).

c. NAVSO 12410/66 (10-88), Summary Request for Support for Long-Term Training, is provided as Appendix B to enclosure (1) or is available from the Naval Financial Management Career Center.

d. SECNAV 12400/1 (2-96), Department of Defense Graduate Level Financial Management Program Application Form, is provided as Appendix A to enclosure (2) or is available from the Naval Financial Management Career Center.

e. SECNAV 12400/2 (2-96), Nomination Form for the DBOF Professional Managers Course for Navy Activities (ProDBOF), is provided as Appendix A to enclosure (5) or is available from the Naval Financial Management Career Center.


DEBORAH P. CHRISTIE
Assistant Secretary of the Navy
(Financial Management and Comptroller)

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**SECRETARY OF THE NAVY
CIVILIAN FELLOWSHIP PROGRAM IN FINANCIAL MANAGEMENT**

1. The Secretary of the Navy (SECNAV) Civilian Fellowship Program in Financial Management provides an opportunity for high-potential employees to participate in an intensive program of advanced study in the area of financial management for 1 academic year (2 consecutive semesters or 3 consecutive quarters) at the graduate level.

a. Eligibility Criteria. Each nominee should demonstrate a high degree of professional competence for advancement in the Financial Management career field. Specifically, they must:

(1) Be a professional financial management employee with career tenure.

(2) Have reached a career stage where the skills required necessitate a comprehensive/accelerated, full-time program of study.

(3) Have a minimum of 3 years of civilian service in financial management within the DoN.

(4) Be accepted by a graduate program as a student in good standing at an accredited college or university for a full-time program of study.

b. Selection. Fellowship awards are based on the recommendations of a panel composed of senior-level financial managers within the DoN.

c. Program Responsibility. Tuition, fees and books are centrally funded.

d. Employer Responsibilities

(1) A command appraisal citing the soundness of the position currently occupied by each nominee relative to reductions in force must accompany each nomination.

(2) The nominating activity funds the Fellowship awardee's salary during the academic year of study. Employee replacement costs are not included in the Fellowship.

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(3) The nominating activity should verify that the proposed training, added to the amount of previously-funded Government training through non-Government facilities, does not exceed 2 years in the current 10-year period of service.

e. Nominee Responsibility. Fellowship awardees are required to sign a written agreement of obligated service in advance of training. This agreement specifies that the employee will continue in service for a period equivalent to three times the length of training. If an employee voluntarily leaves Government service before the end of the obligated period, the employee must pay the Government the amount of expenses incurred in connection with this training.

f. Program Announcement and Nomination Deadline. NFMFC letters will be distributed annually to solicit nominations and provide specific nomination deadline dates. Completed nomination packages may be submitted not later than May each year.

g. Format for Nomination

Privacy Act Statement:

Application for Enrollment in the SECNAV Civilian Fellowship Program in Financial Management.

Under the authority of Title 5, U.S.C. 301, Departmental Regulations and E.O. 9397, personal information regarding your work experience and education is requested in order to screen applicants for the Secretary of the Navy Civilian Fellowship Program in Financial Management. Social Security Numbers will be used for record identification only. Information is used to contact course attendees regarding administrative changes and to input data into a training database that monitors and tracks employee selections, non-selections, and training. Furnishing the information is voluntary, however failure to do so may prevent full consideration of the application.

2. The following information must be included in the nomination package for the SECNAV Civilian Fellowship Program In Financial Management:

a. Identifying information:

- (1) Name.
- (2) Resident or post office address.
- (3) Home telephone.

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(4) Employing activity (complete address).

(5) Position title, code, grade, series.

(6) Social Security Number.

(7) Office telephone number (DSN and commercial).

b. Statement of employment experience, to include:

(1) Number of years of federal service (identify military service, if included).

(2) Number of years in present position.

(3) Total number of years with DoN as a civilian.

(4) Brief description of present duties and responsibilities.

(5) Chronological resume of employment experience (prior to present position), include any military service.

(6) Name and code of immediate supervisor.

c. Statement of educational background:

(1) Previous college education (names of universities or colleges attended, dates attended, degrees conferred, and grade point average).

(2) Honors and other special recognition received.

(3) Relevant training taken on own time; on government time subsequent to beginning Federal Service. Indicate which part was supported by the government and which part by the nominee.

d. Comments on significant professional/civic activities and/or organizations:

(1) Academic awards, commendations.

(2) Professional society leadership, awards, commendations, recognition.

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(3) Civic leadership, commendations, recognition.

(4) Brief description of published articles or other publications.

e. Data on selected educational institution:

(1) Name and location of selected institution.

(2) Training period (indicate beginning and ending dates).

(3) Reason(s) for selecting this particular institution.

(4) Program of study (list courses and alternatives, if appropriate). Show relationship between the program of study and position responsibilities.

f. Training objectives:

(1) Give training objectives in terms of mission requirements.

(2) Give justification for long-term, full-time training in lieu of after-hours, part-time or short-term training. Provide other options considered and give reasons why they were not taken.

(3) Show relationship between this training and the nominee's Individual Development Plan (IDP) (NAVSO 12410/67).

g. Identification of proposed application of training on employee's return to duty.

h. Attachments to the nomination:

(1) Copy of applicant's IDP (See appendix A).

(2) Copies of all undergraduate and graduate transcripts for course work completed to date.

(3) Copy of applicant's current performance evaluation with rating.

(4) Other pertinent items in support of the nomination for long-term training.

(5) Copy of acceptance letter from selected educational institution.

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(6) A completed copy of NAVSO 12410/66, Summary Request for Support for Long-Term Training (See Appendix B).

i. Endorsement letter from the head of the activity:

(1) Summarize specific examples and details which describe the nominee's achievements and qualifications.

(2) Justify the relationship of the program of study at the selected institution to the applicant's development program.

(3) Certify that the candidate, if selected, will be carried on the employing activity's roll in a pay status during the period of long-term training.

(4) Certify the soundness of the nominee's current position relative to reductions in force.

Enclosure (1)

INDIVIDUAL DEVELOPMENT PLAN <i>(Instructions on Reverse)</i>		1. EMPLOYEE'S NAME		2. SOCIAL SECURITY NUMBER	
<p>General—This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974).</p> <p>Authority—Government Employees Training Act of 1958 (U.S. Code, Title 5, sec. 4101 to 4118).</p> <p>Purpose and Uses—The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Personnel Data File.</p> <p>Effects of Nondisclosure—Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.</p>		3. CURRENT POSITION TITLE, SERIES AND GRADE			
		4. ORGANIZATION			
		5. DEVELOPMENTAL EXPERIENCES NEEDED FOR (Check One) <input type="checkbox"/> a. MORE EFFECTIVE PERFORMANCE IN PRESENT OR FUTURE POSITION(S) <input type="checkbox"/> b. NO FURTHER CAREER DEVELOPMENT DESIRED/NEEDED AT PRESENT TIME			
6. DEVELOPMENTAL OBJECTIVES/GOALS					
a. SHORT RUN (Forthcoming Year)			b. LONG RUN (Following Three Years)		
7. METHOD OF ACCOMPLISHMENT OF OBJECTIVES/GOALS					
a. DEVELOPMENTAL ASSIGNMENTS		b. FORMAL TRAINING (Include scheduled dates and facilities)		c. OTHER ACTIVITIES (Include scheduled dates and describe activities)	
8. REMARKS					
9. EMPLOYEE'S SIGNATURE (IDP concurred in by employee) <div style="float: right;">Date</div>					
10. Supervisor's Signature (IDP concurred in by supervisor) <div style="float: right;">Date</div>					

Appendix A to
Enclosure (1)

SECNAINST 12400.9
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INSTRUCTIONS FOR PREPARING INDIVIDUAL DEVELOPMENT PLANSECNAVINST 12400-9
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1. EMPLOYEE'S NAME: Enter your full name.
2. SOCIAL SECURITY NUMBER: Enter your social security number.
3. CURRENT POSITION TITLE, SERIES AND GRADE: Enter title of position, occupational series and grade; e.g., Director, Programs and Plans Division, GS-301-13.
4. ORGANIZATION: Enter name of organization, office code and complete address.
5. DEVELOPMENTAL EXPERIENCES NEEDED FOR: Check appropriate block.
6. DEVELOPMENTAL OBJECTIVES/GOALS: Enter your career goals; specify position titles and grades. Short Run (forthcoming year) - Long Run (following three years).
7. METHOD OF ACCOMPLISHMENT OF OBJECTIVES/GOALS: Enter specific developmental objectives which are to be met by one or a combination of experiences or activities.
- a. DEVELOPMENTAL ASSIGNMENTS: Include scheduled dates and facilities, e.g., three-month detail to Navy Comptroller Office (1 July through 30 September 1988).
- b. FORMAL TRAINING: Include scheduled dates and facilities, e.g., two-week OPM Seminar on the Federal Budget Cycle (7-18 November 1988).
- c. OTHER ACTIVITIES: Include scheduled dates and describe activities, e.g., supplemental readings including OMB Issuances, Departmental Budget, and Budget of the United States (5-16 December 1988).
8. REMARKS: Use this space for miscellaneous information; add additional sheets if needed.
9. EMPLOYEE'S SIGNATURE AND DATE: Sign and date this form. Your signature indicates that you are concurring with this IDP.
10. SUPERVISOR'S SIGNATURE AND DATE: Sign and date this form. Your signature indicates that you are concurring with the employee's IDP.

To: Director, Naval Financial Management Career Center

PAGE _____ OF _____

FROM (ACTIVITY NAME AND ADDRESS)	FISCAL YEAR	APPROPRIATION ACCOUNT (CHECK ONE)	ACTIVITY BUDGET OFFICE CODE
	19____	<input type="checkbox"/> RDT&E,N <input type="checkbox"/> O&M,N	

[illegible]

SIGNATURE OF AUTHORIZING OFFICIAL

DATE _____

**Appendix B to
Enclosure (1)**

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INSTRUCTIONS FOR COMPLETING PART I OF NAVSO 12410/66

Appropriation Account. Indicate "O&M,N" or "RDT&E,N" to reflect the appropriation account of the organizational component which supports the activity at which the trainee is employed.

Column (1)—Enter the name of the trainee.

Column (2)—Enter series and grade of the trainee.

Column (3)—Enter the trainee's number of years of federal civil service.

Column (4)—Enter the training period of the trainee, e.g., 9/12/88-6/9/89

Column (5)—Enter days for which trainee will be paid while in training status and travel status (compute on basis of a five-day week). Annual leave taken enroute will be excluded. If training period spans two fiscal years, enter only the number of days applicable to the ensuing fiscal year.

Column (6)—Enter the name and address of the training facility. Do not abbreviate the name of the facility.

Column (7)—Enter the estimate of costs as obtained from the academic institution. Limit to the ensuing fiscal year. Enter costs to the nearest ten dollars.

Column (8) through (10)—Travel, transportation/storage of household goods, per diem are subject to Volume 2 of the Joint Travel Regulations and Volume 2, Chapter 2, section VI of the NAVCOMPT Manual. In estimating travel, transportation, and per diem (items 8, 9, and 10), decision should first be made as to whether or not temporary duty or change of station is involved. Estimate cost chargeable to the ensuing fiscal year only and enter costs to the nearest ten dollars.

Column (11)—Enter the total of columns (7) through (10).

NOTE: It is of paramount importance for activities to recognize that most long-term training will span two fiscal years; for example, a program beginning in academic year 1988 will commence in Fiscal Year 1988 and end in Fiscal Year 1989. This multi-fiscal year spending must be reflected in separate forms for each fiscal year.

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**DEPARTMENT OF DEFENSE
GRADUATE LEVEL FINANCIAL MANAGEMENT PROGRAM**

1. The Department of Defense (DoD) Graduate Level Financial Management Program (GLFMP) provides DoD civilian financial management personnel within the Washington, DC, metropolitan area the opportunity to participate in a fully funded graduate education program. The GLFMP offers graduate courses in public financial management after duty hours over a 2-3 year period under contract by an accredited university. Applicants must be endorsed by their chain of command and have demonstrated a desire to increase their educational expertise in areas related to DoD financial management.

a. Eligibility

(1) GS-9 and above.

(2) A Bachelor's degree earned at an accredited college or university.

(3) A cumulative Grade Point Average (GPA) of 3.00 for the last 60 semester hours of work completed in an undergraduate degree program is recommended. A lower GPA will be accepted (minimum 2.50) if on-the-job performance, background and interest are sufficiently strong and if the nominee possesses a high potential.

(4) Strongly endorsed and recommended by the immediate supervisor and commanding officer.

(5) A minimum of 1 year of continuous government service.

(6) Must have submitted official transcripts from all universities and colleges attended before the final selection is made.

(7) Must have completed a selection interview by appropriate DoD coordinators.

b. Length. Two-three years. All courses are taken after hours following the "normal" working day.

c. Location of training. Courses will be conducted in government spaces in the Crystal City area.

Enclosure (2)

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d. Curriculum. All core courses are individualized by the University to meet the needs of the DoD and the selected participants. Courses may embrace subjects such as:

- Research Methods in Public Administration
- Managing Government Contracts
- Survey of Public Administration
- Microcomputer Workshop
- Governmental Budgeting
- Program Evaluation
- Organizational Behavior
- Economics for Public Management
- American Public Finance
- Quantitative Methods in Public Management
- Computers and Government Management Information Systems
- Public Policy Analysis
- Public Personnel Management

NOTE: Nominees should be advised that some courses require a significant background in basic statistics/mathematics.

e. Program Requirements. As with any high caliber graduate level program, all students are required to maintain not less than a "B" grade point average (a GPA of 3.0 out of a possible 4.0). All participants are expected to complete all group assignments, written papers, individual reports and projects, oral presentations, statistical problems and assignments, reading assignments and other homework assigned within the time limits established by the University professor or official. The student is expected to complete the majority of the course requirements during his/her own available spare time. Universities often implement attendance policies. In such cases, students must adhere to the university's policy regarding allowable number of absences per course.

f. Selection. All candidates will be selected in accordance with DoN merit procedures. Final selection of participants will be made by the Principal Deputy Assistant Secretary of the Navy (Financial Management and Comptroller) (PDASN(FM&C)) or the ASN(FM&C). All nominating activities are to ensure that those nominated for this program are individuals possessing a high potential to assume more complex responsibilities and who are willing to voluntarily devote considerable time to complete the program. All nominees will be interviewed by OASN(FM&C) representatives prior to final selection.

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g. Costs. All tuition and book costs for Department of the Navy students will be centrally funded by the OASN(FM&C).

h. Degree. A degree is incidental to the goal of this program; however, a Master's degree will be granted by the University to those individuals who successfully complete the program and meet all University requirements.

i. Supervisor Cooperation. Due to the job related nature of this program, students and especially their immediate supervisors must understand that the selected participant must spend a certain amount of time on the job completing course requirements; i.e., collecting data in the "real world" office setting, defining and discussing managerial problems with superiors, subordinates and peers, etc. Only through this joint cooperative process can the maximum benefits of the program be obtained for both the DoN and the individual.

j. Program Announcement and Nomination deadline. NFMC letters will be distributed annually to solicit nominations and provide specific nomination deadline dates. Completed nomination packages may be submitted not later than October each year.

2. The application form for the Department of Defense Graduate Level Financial Management Program is provided as appendix A of this enclosure. Interested employees should submit the completed application, along with the most current annual performance appraisal to the Director, Naval Financial Management Career Center, Attn: NFMC-12, 151 Ellyson Avenue, Suite F, Pensacola, FL 32508-5114.

A completed application must contain:

- Letter(s) of endorsement via the chain of command (major claimant).
- Appendix A of this enclosure completed and signed by the proposed participant and the immediate supervisor.
- Copy of most recent annual performance appraisal.
- Official transcripts from all universities and colleges attended.

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DEPARTMENT OF DEFENSE
GRADUATE LEVEL FINANCIAL MANAGEMENT PROGRAM

APPLICATION FORM

NAME OF APPLICANT (LAST, FIRST, MI)	
HOME ADDRESS	
HOME TELEPHONE	
OFFICE TELEPHONE	
JOB TITLE	
PRESENT SERIES/GRADE	
ACTIVITY TITLE	
NORMAL WORK HOURS (FROM/TO)	
NAME OF IMMEDIATE SUPERVISOR	
OFFICE ADDRESS	

1. Please attach to this application a copy of your college transcript(s), (including any graduate work) or send such records when available directly to the address listed below. If your university or college will not provide a copy of your transcript directly to you, request that the university forward the transcript to the address listed below.

2. Send this application, via the appropriate chain of command (major claimant), including endorsements to:

Director
Naval Financial Management Career Center
151 Ellyson Avenue, Suite F
Pensacola, FL 32508-5114

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This image shows a full page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook or legal stationery. There are no margins, text, or other markings present.

Appendix A to
Enclosure (2)

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PERSONAL CAREER GOALS:

1. In 3 years:

2. In 5 years:

EDUCATION: (List all colleges attended and submit official transcripts for all college work.)

COLLEGE	YEARS ATTENDED	DEGREE (INCLUDE GRADUATE CREDITS IF APPLICABLE)	MAJOR FIELD

Have you completed an undergraduate or graduate course in basic statistics or quantitative methods? Yes__ No __ If so, what was your grade? _____

DESCRIBE SPECIFICALLY, DETAILS OF FIELD(S) OF EDUCATIONAL SPECIALIZATION, INCLUDING ANY THESIS SUBJECTS, INDIVIDUAL RESEARCH PROJECTS AND PUBLICATIONS:

Percentile attained in graduating class: _____
(e.g., top 5%, upper 10%, etc., estimate if not known.)

Grade-point average achieved during Junior and Senior years of
undergraduate study: _____
(3.0 out of a possible 4.0 is required)

List Honors, Scholarships, etc., received:

Extracurricular activities as undergraduate, graduate:

EXPERIENCE: (Include Military Service, listing in chronological
order.)

AGENCY/COMPANY	DATES		TITLE OF POSITION
	FROM	TO	

In most current positions, if other than the 500 series,
indicate the percentage of time spent in support of financial
management functions: ____%.

List membership and offices held in scientific, professional,
and civic organizations:

List and date any Honorary Awards including Performance Awards:
(e.g., Quality Within-Grade Increase, Specific Accomplishment
Awards, etc.)

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PRIVACY ACT DISCLOSURE STATEMENT:

Application for Enrollment in the DoD Graduate Level Financial Management Program

Under the authority of Title 5, U.S.C. 301, Departmental Regulations and Executive Order 9397, personal information regarding your work experience and education is requested in order to evaluate your individual application for enrollment in the DoD Graduate Level Financial Management Program. If selected for the program, you consent to the release of the application information to the University for their review and to facilitate the development of a program suited to your specific developmental needs and those of the Department of the Navy. Any personal information that you may provide will be protected as to its confidentiality by DON and the University officials under the policies, procedures and safeguards adopted pursuant to the Privacy Act of 1974. Completion of this application form is entirely voluntary; however, failure to provide the required information may result in an inability to process this application.

SIGNATURE OF APPLICANT

DATE

SOCIAL SECURITY NUMBER

SIGNATURE OF IMMEDIATE SUPERVISOR/MANAGER

DATE

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NAVY PRACTICAL COMPTROLLERSHIP COURSE

1. The Navy Practical Comptrollership Course (PCC) is a 2-week (9 classroom days) course offered six times per fiscal year hosted by the U.S. Naval Postgraduate School. All facets of comptrollership are included: accounting, budgeting, planning, auditing, and management evaluation and performance. PCC is specifically designed for individuals (civilian and military) who are either incumbent or about to report to responsible positions in financial management at the major claimant, sub-claimant or shore activity level. The course features disciplines involved in financial management positions. Emphasis is placed on the real world Navy setting and on acquisition of skills and knowledge that will be directly applicable to the student's job.

a. Eligibility Requirements. Civilian (GS-9 through GS/GM-13, or equivalent pay plan) and military (O-2 and above) financial managers. Request for waivers of the grade/rank or series/sub-specialty requirements will be considered on a case-by-case basis. Full justification must accompany the nomination form.

b. Locations and Length of Course. Naval Postgraduate School, Monterey, CA and an alternate location one time each fiscal year. Two weeks (9 classroom days).

c. Costs. Course costs are financed through the OASN(FM&C). Travel and per diem costs are funded by the nominating activity.

d. Course Schedule and Nomination deadlines. Course schedule and nomination deadline dates will be announced in July each year via NFMC letter.

2. The nomination form to be used for the Navy Practical Comptrollership Course (PCC) is DD 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement). Activities should send nominations to the major claimant for endorsement. The major claimants should submit nominations to the Naval Financial Management Career Center (NFMC), Attn: NFMC-12, 151 Ellyson Avenue, Suite F, Pensacola, FL 32508-5114. As a minimum, the following blocks on the form MUST be completed (underlined information must be typed in block as shown):

- Applicant's NAME: LAST, FIRST, MIDDLE INITIAL
- Social Security Number--must appear on the copies sent to the Quota Holder and NFMC
- Organization UIC

Enclosure (3)

SECNAVINST 12400.9
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- Home Address of Nominee, NOT emergency address
- Home Telephone Number of Nominee
- Position Level/Supervisor Position Code
- NOMINEE's Organization Mailing Address--include Nominee's Office Code, NOT TRAINING OFFICE
- NOMINEE's Office Telephone (commercial and DSN), NOT TRAINING OFFICE numbers
- Continuous Federal Service
- Position Title
- Pay Plan/Series/Grade/Rank
- Education Level
- Name and Address of Training Source: Assistant Secretary of the Navy (Financial Management and Comptroller), Washington, DC (Employee Development and Training Offices please note: DD 1556s are not to be sent to the ASN(FM&C). The ASN(FM&C) is the training sponsor; however, all DD 1556s are to be sent to the appropriate address)
- Location of Training: Naval Postgraduate School, Monterey, CA
- Subject Area Identifier: 42750
- Course Title
- Offering (such as, 97A, 97B, etc.)
- Training Period

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PROFESSIONAL MILITARY COMPTROLLER SCHOOL

1. The Professional Military Comptroller School (PMCS) is a tri-service school located at the Air University Center for Professional Development, Maxwell Air Force Base, Alabama. The school contributes to the professional development of military and civilian officials who serve, or have been selected to serve, as comptrollers or other key financial management officials within an organization. It also contributes to the development of financial management expertise of military and civilian officials who are assigned to functional areas outside of a comptroller organization.

a. Scope. The PMCS represents a broad general educational effort. The curriculum has been designed to provide students with:

(1) An understanding of financial controls operating within the federal government.

(2) Legal basis and responsibilities of the comptroller.

(3) Major aspects of the U.S. economic system.

(4) Influences that affect financial policies and environment in which the comptroller must function.

(5) Capabilities, potentialities, and limitations of computer and information systems as management tools.

(6) Analytical tools, techniques, and methods that can be used to facilitate management decisions.

(7) The financial management aspects of the defense acquisition process.

(8) Underlying accounting theories, principles, and concepts upon which financially based systems have been developed.

(9) Contemporary management theories and concepts.

(10) Purpose, objectives and features of systems which have been developed to manage national security resources.

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b. Eligibility Requirements

(1) Commissioned officers (O-4 and above) and civilian employees (GS-12 and above or equivalent pay plan). O-3s and GS-11s may be accepted on an exception basis--full justification for waiver must accompany the nomination form. Waivers will only be granted to O-3s occupying or enroute to an O-4 or above billet or O-3s and GS-11s holding the position of comptroller, deputy comptroller, accounting officer, budget officer, or senior auditor.

(2) Actual or anticipated assignment as comptroller; deputy comptroller; head of branch, division, or directorate on the comptroller staff; and others outside the comptroller field who are responsible for resource and associated fund management.

(3) Military nominees must have at least 1 year of active duty remaining in financial management after completing PMCS. Civilians must have at least 3 years remaining in government service after completing PMCS.

(4) SECRET security clearance. Both DD 1556 and subsequent travel orders must reflect security clearance.

(5) Nominating officials shall carefully screen all candidates to ensure that they are high-potential employees and that completion of the PMCS will contribute to their job performance and career development.

c. Academic Credit. The number of credit hours recommended by the American Council on Education is: 19 Semester Hours Upper Division Baccalaureate in Business Administration (including Financial Management), 3 Semester Graduate Hours in Financial and Economic Analysis and 3 Semester Graduate Hours in Organizational Management.

d. Housing. All Department of the Navy (DoN) military and civilian PMCS students must stay in the Air University Visiting Officer's Quarters (VOQ). The living on-base requirement is due to the educational nature of the PMCS which requires considerable out of school interaction among fellow students and frequent access to the Air University Library to complete assigned projects. Additionally, funds available to support DoN quotas preclude students staying off-base. ASN(FM&C) will approve only those nominees who have agreed to stay in the Air University VOQ.

e. Costs. Funding for student travel and per diem is provided from central funds held by the ASN(FM&C); however, officers attending PMCS while on Permanent Change of Station

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(PCS) orders will be funded by the Bureau of Naval Personnel or Headquarters, Marine Corps, as appropriate.

f. Course Schedule and Nomination Deadlines. Course schedule and nomination deadline dates will be announced in July each year via NFMC letter.

2. The nomination form to be used for the Professional Military Comptroller School (PMCS) is DD 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement). Activities should send nominations to the major claimant for endorsement. The major claimants should submit nominations to the Naval Financial Management Career Center (NFMC), Attn: NFMC-12, 151 Ellyson Avenue, Suite F, Pensacola, FL 32508-5114. As a minimum, the following blocks on the form MUST be completed (underlined information must be typed in block as shown):

- Applicant's NAME: LAST, FIRST, MIDDLE INITIAL
- Social Security Number--must appear on the copies sent to the Quota Holder and NFMC
- Organization UIC
- Home Address of Nominee, NOT emergency address
- Home Telephone Number of Nominee
- Position Level/Supervisor Position Code
- NOMINEE's Organization Mailing Address--include Nominee's Office Code, NOT TRAINING OFFICE
- NOMINEE's Office Telephone (commercial and DSN(AUTOVON), NOT TRAINING OFFICE numbers
- Continuous Federal Service
- Position Title
- Pay Plan/Series/Grade/Rank
- Education Level
- Name and Address of Training Source: Assistant Secretary of the Navy (Financial Management and Comptroller), Washington, DC (Employee Development and Training Offices please note: DD 1556's are not to be sent to the ASN(FM&C). The ASN(FM&C) is the training sponsor; however, all DD 1556's are to be sent to the appropriate address)
- Location of Training: Maxwell Air Force Base, AL
- Subject Area Identifier: 42780
- Course Title
- Offering (such as, 97A, 97B, etc.)
- Training Period
- Security Clearance (nominee must have at least a SECRET clearance).

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**DBOF PROFESSIONAL MANAGERS
COURSE FOR NAVY ACTIVITIES**

1. The DBOF Professional Managers Course For Navy Activities (ProDBOF) provides managers from DBOF activities with problem solving skills in the management of DBOF operations. The course engages a seminar format consisting of 5 academic days of lecture, case studies, and analyses of activities' financial and operating statements. Concepts covered include cost accounting, cost center, overhead rates, acceleration, orders, billing, A-11 budget, material management, procurement, and financial and cost control.

a. Eligibility Requirements. Civilian (GS-9 and above, or equivalent pay plan) and equivalent military ranks who are working in positions at Navy or Marine Corps DBOF activities.

b. Locations and Length of Course. The ProDBOF course is a 5-day course conducted three times annually in various geographic locations.

c. Course Schedule and Nomination Deadlines. Course schedules and nomination deadline dates will be announced quarterly via naval message.

2. The nomination form to be used for the DBOF Professional Managers Course for Navy Activities is provided as appendix A of this enclosure. Interested employees should submit the completed application to Director, Naval Financial Management Career Center, Attn: NFMC-13, 151 Ellyson Avenue, Suite F, Pensacola, FL 32508-5114.

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**Nomination Form
for the
DBOF Professional Managers Course for Navy Activities (ProDBOF)**

City or Region: _____

Training Source

NFMC

151 Ellyson Avenue, Suite F
Pensacola, FL 32508-5114

Course Date: _____

Nominee Information

Name _____ Preferred Name _____
(for the certificate) (for the class roster)

SSN _____ Office Code _____ Series & Grade _____

Job Title _____ One or more years of DBOF/IF experience? ____ Yes ____ No

Office DSN _____ FAX DSN _____

Office CM () _____ FAX CM () _____

Home Phone: () _____ (will not be released or retained after the class is held)

Activity Address _____

Activity Short Title _____

Activity Major Claimant _____

Nominator Information

Training Department

(Name)

(Office Phone)

(Office FAX)

Other

(Name & Title)

(Office Phone)

(Office FAX)

Nominator's Statement: This is _____ of _____ nominations from my Office Activity
(number) (number) (circle one)

Instructions

- List any required special accommodations (interpreter, reader, etc.)
- Use large, legible print to complete the form.
- Address questions to the Course Coordinator, Bonnie Lewis, at DSN 922-3962 or (904) 452-3962.
- FAX the completed nomination form to DSN 922-3903 or (904) 452-3903.

Privacy Act Statement: Under the authority of Title 5, USC 301, Departmental Regulations and E.O. 9397, personal information is requested to screen applicants for the DBOF Professional Managers Course for Navy Activities. Social Security Numbers will be used for record identification only. Information is used to contact course attendees during and after regular work hours regarding administrative changes. Furnishing the information is voluntary, however, failure to do so may prevent full consideration of the application.

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MID-LEVEL CAREER DEVELOPMENT/EXCHANGE PROGRAM

1. The Mid-Level Career Development/Exchange Program (MCDEP) is designed for individuals who are interested in skill development and have an interest in improving their overall job performance. The MCDEP consists of formal and informal training requirements and developmental experiences which require on-duty and off-duty study time. The program provides formal training and developmental exchanges that allow participants to experience varied financial management functions at local and out-of-town activities. Exchange sites for accomplishing these assignments will be selected from the "job exchange bank" or as a result of close liaison with program sponsors from other activities. Developmental, rotational/exchange assignments will require absence from the primary work site for periods of approximately 5 to 30 days. These developmental assignments will vary with each participant. Completion of all assignments listed in the Individual Development Plan (IDP) is mandatory to obtain credit for the completion of the MCDEP.

a. Eligibility Requirements

- (1) GS-9 through GS/GM-13.
- (2) A minimum of 3 years continuous federal service.
- (3) Recent performance rating of at least fully successful.

b. Program Competencies. MCDEP competencies to be developed by participants while enrolled in the MCDEP are:

- (1) Develop knowledge of the external and internal organizational structures that affect decisions.
- (2) Effectively communicate with all levels of the organization.
- (3) Develop plans, strategies and priorities to meet the goals and objectives of the organization.
- (4) Apply effective management techniques to optimize resources.
- (5) Apply human resource management techniques effectively to facilitate teamwork, professionalism and morale.

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(6) Effectively monitor plans, modify plans when needed and promote productivity, and implement accountability and internal control mechanisms.

(7) Develop competence in technical skills.

(8) Develop the ability to accurately evaluate innovations and serve as a role model for other financial management careerists.

c. Responsibilities

(1) Participants are required to set goals. The participant must consider the following factors when setting goals for the program. Goals must be: specific, time-framed, results-oriented, relevant to the Navy financial management program, and attainable. Goals should be limited in number.

(2) Activity sponsors create opportunities for the participant -- opportunities that may not otherwise be made available. These opportunities should be related directly to the job or the participant's overall development goals. The activity sponsor reviews the goals to ensure that the participant creates several appropriate career goals and prioritizes them in order to concentrate on goals that will help the participant to accomplish what needs to be done. The activity sponsor should act as an enabler to move the participant toward their career goals.

d. Program Announcement. An announcement soliciting applications will be released in May of each year by NFMC. Activities will be required to submit nominations to Director, Naval Financial Management Career Center, Attn: NFMC-A, 151 Ellyson Avenue, Suite F, Pensacola, FL 32508-5114. Based on specified criteria, sponsoring activities will nominate and forward a maximum of three applications.

2. The application package for nominations for the MCDEP must include:

- Copy of standard DoN employment application
- Copy of most recent performance appraisal
- Narrative of the nominee's current duties
- List of applicable training courses completed during the past 5 years
- List of awards received during the past 5 years
- Brief transmittal letter from the first-line supervisor which lists the applicant's:

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- Name
- Home address
- Home phone number
- Work phone number (DSN and commercial)
- Activity
- Organizational unit
- Supervisor's work phone number(s)
- List of goals the applicant wishes to gain from the MCDEP experience

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MARINE CORPS PRACTICAL COMPTROLLERSHIP COURSE

1. The Marine Corps Practical Comptrollership Course (MCPCC) is a two-part course which provides civilian personnel and Marine Corps officers with hands-on comptrollership skills. The first week includes lectures and case studies related to Marine Corps financial and resource management, including: SABRS (Standard Accounting, Budgeting and Reporting System), Program Objectives Memorandum/Budget submissions, Fleet Marine Force financial management in deployed/garrison scenarios, Marine Corps budgeting procedures and introductions to Marine Corps Headquarters and USMC organizations. The second week is an advanced course designed for individuals demonstrating capability to assume senior comptrollership responsibilities. The focus is advanced budget formulation, documentation, submission, and defense, and intra-command fund allocation strategies.

a. Eligibility Requirements. Civilian GS-9 through GS/GM-13 (or equivalent pay plan) and military (chief warrant officer through major) assigned or enroute to a financial management billet.

b. Locations and Length of Courses. Naval Postgraduate School, Monterey, CA. Two weeks (10 classroom days).

c. Course Schedule and Nomination Deadline. Courses are conducted during the March/April timeframe. Course dates and request for nominations are announced by message at least 60 days prior to course start dates. Selections are made based on the number of available class seats, billet held and seniority of the command.

2. Marine Corps activities may obtain course information from Headquarters, U.S. Marine Corps (RF), Washington, DC 20380-1775.

Enclosure (7)